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MINUTES

The Town of Manteo Board of Commissioners held their Regular April 7, 2021 meeting at 6:30 p.m. at 407 Budleigh Street, Manteo, NC and via teleconference.

The following members were present:

Mayor Bobby Owens
Mayor Pro-Tem Betty Selby
Commissioner Darrell Collins (remote)
Commissioner Richie Burke
Commissioner Jason Borland
Commissioner Christine Walker
Commissioner Eddie Mann

The following members were absent:

Also present at the meeting were:

Town Manager James Ayers
Town Attorney Ben Gallop
IT Director Carl Woody
Town Clerk Jamie Whitley

Mayor Bobby Owens called the meeting to order at 6:30 p.m.

Mayor Owens asked for a moment of silence followed by the Pledge of Allegiance.

Town Manager Ayers did a roll call verifying that there was a quorum: Mayor Owens-present; Mayor Pro-Tem Selby-present; Commissioner Burke-present; Commission Borland-present; Commissioner Collins-present (remote); Commissioner Walker-present; and Commissioner Mann-present. A quorum was established.

SUBJECT: Adoption of Agenda as presented or amended

MOTION: A motion was made by Commissioner Walker and seconded by Commissioner Borland to approve the agenda as presented and was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Burke, Mann, Borland, Walker, and Collins. Nays: None. Absent: None. **Motion carried unanimously.**

SUBJECT: Adoption of the items on the Consent Agenda as presented or amended

MOTION: A motion was made by Commissioner Borland and seconded by Mayor Pro-Tem Selby to approve the Consent Agenda with the following items: Recessed February 26, 2021 minutes; Regular March 3, 2021 minutes; Recessed March 17, 2021 minutes; Recessed March 26, 2021 minutes; Pay Plan Update; Employee Vaccine Incentive Program; Resolution 2021-02 – Request for State Assistance for Wastewater Treatment Plant Improvements; and the Water and Sewer Capital Improvement Plan (CIP) Update and was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Burke, Mann, Borland, Walker, and Collins. Nays: None. Absent: None. **Motion carried unanimously.**

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PRESENTATIONS & REPORTS

SUBJECT: Update on 20-Year Plan Working Group

Town Planner Melissa Dickerson present to the Board of Commissioners the report that was completed by the 20-year working group.

In 1982, the Town of Manteo began long-term planning by creating a 20-year plan. The 20-year plan was updated in 2002 and the guiding document of the second plan is known as "The Plan Update." These plans have guided development regulations in the Town of Manteo for the last 39 years. The Plan Update is one of the five documents that make up the Town's Comprehensive Development Code as described in the Town's zoning ordinance.

In 2019, the Board of Commissioners appointed a working group to review the Plan Update. The Planning Board Chair chaired the Plan Update Working Group. There were two chairs during the work conducted by the Working Group; Hal Goodman and Sherry Wickstrom. 12 total meetings were held beginning in July 2019 and ending in September 2020 (3 meetings were canceled 1 for a holiday, a second for scheduling conflict with a community event related to COA, and a third during the first month of the COVID pandemic emergency). Meetings were held virtually beginning in April 2020 with the Chair, staff, and subcommittee members sometimes attending at Town Hall.

On March 23, 2021, the Plan Update Working Group met to review this presentation. This presentation tonight includes feedback offered by the Working Group to staff at that meeting.

Planner Dickerson offered her appreciation for the group of volunteers that have been incredibly engaged during this entire process and care passionately about the Town of Manteo. Members of the 20-year plan group were in attendance both in-person and online.

The group decided what is the mission and then they asked the following questions:

- What has been accomplished?
- What needs to be eliminated?
- What needs to be accomplished?

The group created categories and subcommittees for topics that they wanted to address.

The Plan Update Projects:

- Wayfinding
- Traffic and Transportation*
- Commercial Development along the Main Highway
- Housing
- Downtown
- The Waterfront
- College of the Albemarle*
- Village Neighborhood Improvements
- Maritime Village Open-Air Museum
- Open Space and Stormwater

Working Group Subcommittees:

- Wayfinding
- Housing
- Education*
- Maritime Village Open-Air Museum
- The Waterfront
- Downtown
- Open Space and Stormwater
- Village Neighborhood Improvements
- Commercial Development along the Main Highway

* **Transportation:** She noted that transportation was not a project reviewed by a subcommittee. At the time this work was beginning, NCDOT (North Carolina Department of Transportation) had some budgetary issues and it was determined that this particular topic was better approached when things could actually be accomplished and the Town and DOT could partner together.

* **College of the Albemarle and Education:** She noted the College of the Albemarle Academic Building was being proposed, planned, and beginning construction by Dare County, the subcommittee approached the larger topic of "education." This approach was interesting given that the Town does not have jurisdiction.

Wayfinding: The Town does not have a current wayfinding program. The subcommittee reviewed existing signage and developed a sign inventory. The wayfinding subcommittee determined that there should be established a cohesive comprehensive wayfinding system for the Town of Manteo. As well, the subcommittee determined that all wayfinding work should be seamlessly integrated into digital applications and needs to be ADA compliant.

Housing: The opportunity for land development in Manteo is limited. The current inclusionary (or affordable housing ordinance) allows for density bonuses. Trends in housing in Manteo include short-term rentals by owners and more and more units being used for short-term versus long-term. An additional trend noted by the subcommittee was an aging housing stock with few tools in place to abate decline.

Maritime Village Open-Air Museum: The Maritime Village in Manteo should provide an educational experience through the exhibition of artifacts and activities related to the island's maritime past. The maritime trail conceptual design through the town will connect to open spaces to exhibit institutional and commercial sites, promoting activities throughout the year. The subcommittee found that the overall concept did not emerge and that evolving the concept forward by initiating a committee to continue the concept while also engaging the community to tell Manteo's rich history and cultural past told in a Museum setting or a Maritime Interpretive Center where residents and visitors can learn who we are and where we have come from.

The Waterfront: The waterfront is a "node" of activity including recreation such as walking along the waterfront on the boardwalk, swimming, sailing, kayak tours, dolphin watching, fishing trips, the children's park, and indoor restaurants and shopping. The boardwalk (at the time) was defined as from the marshes at the southern end of town to the northern end connecting to the Cora Mae Daniels Basnight Bridge. Of course, now the boardwalk extends

beyond those marshes and does what the plan explains by connecting to Salty Dawg or what is now known as Marshes Light. The subcommittee found that there is a Visual disconnect between Downtown Manteo and the waterfront/boardwalk to Marshes Light. Connect people into areas for shopping, dining, outdoor adventure, and historic culture by creating visually beautiful outdoor spaces--plantings, art, flowers, small gardens, and appropriate lighting. They noted that the areas are Christmas Tree Lot buffer, viewshed Elizabeth II (see arch), and George Washington Creef Park. To address the disconnect, it was suggested that perhaps an arch (or arches) be installed that says "waterfront" similar to the arch at the Cemetery. Another consideration was that the Waterfront is the jewel of Manteo-it should be clean and planted with flowering trees, shrubbery and flowers on a seasonal basis. Landscaping staff, seasonal temporary labor; upgrade budgets to landscape, and maintain cleanliness were all offered as suggestions.

Downtown: Downtown as the nucleus of downtown Manteo has evolved from a center of government to a commercial center. The Plan notes that the relocation of the post office, the relocation of the county courthouse, the lack of a grocery store downtown, as well as the limited parking have combined to discourage many Roanoke Islanders from making regular visits to downtown. The Downtown Subcommittee noted that adequate parking remains a constant complaint, but it is being addressed (at least in part by the new Town Common). The subcommittee suggested assessing needs by conducting a survey and provided sample questions for a survey. The subcommittee recommends exploring in "next steps": economic development, pedestrians, wayfinding, residents. It was also noted that the Mainstreet Program may address the above concerns and offer solutions.

Open Space and Stormwater: The 2003 inventory of existing parks indicates that there is a shortage of usable parkland for the current population. There is a need to identify, evaluate and prioritize all the natural and cultural resources into a coherent open space plan. The Plan Update called for regulations for Stormwater runoff resulting from the first one inch of rainfall to be retained on any public or private commercial or multifamily site. The subcommittee suggested that first, the Town maintain and/or develop the open space that the Town currently owns before obtaining additional properties. The subcommittee also suggested that all stormwater regulations should be in the same section of the zoning ordinance (Section 17, Section 26, and Section 30-4). Eliminate exceptions to stormwater regulations (less than 5000 square feet, single-family residences, and B-1 District).

Village Neighborhood Improvements: There is a paramount need to unite the east and west sides of the Town. It also noted to encourage the owner of the southwest side of Lucy's corner to consider the development of reasonably priced homes. The subcommittee noted the Plan Update's design proposal for a senior center and posed the following note/question: The Dare County Center opened in October 2009 near the Dare County Admin. Building and Justice Center. With this addition to our community, is a new Senior Center still something we need? The subcommittee noted that The Pea Island Cookhouse and Sir Walter Raleigh roundabout do an excellent job commemorating Richard Etheridge, the many African American keepers and crew, and Herbert Collins. It serves as a cultural center and tourist destination. However, more needs to be done to document and recognize and commemorate the Freedman's Colony on Roanoke Island.

Commercial Development on the Main Highway: The Plan Update notes while development along the highway is conveniently located for residents and visitors, they are poorly designed, interfere with the vehicular flow along the highway are generally inaccessible to pedestrians, and create a sense of visual blight. As well, the Plan calls for design to include commercial buildings that should be located close to the road, with parking behind the structures. The subcommittee noted that pedestrian traffic has benefited from better signage at crosswalks and education for drivers about stopping at pedestrian crosswalks. Crosswalks and ADA pads have improved. The subcommittee also noted signs are everywhere along the main highway and should be addressed in the future. It was also noted that the Roanoke Corridor Voyages rules are not consistently applied between the parcels fronting the highway when located in the County zoning jurisdiction and the Town of Manteo's zoning jurisdiction.

What is Next: Phase 1 is now complete and this is the preliminary report to the Board of Commissioners (or end of Phase 1). The next step, or phase 2, includes engaging with a consulting team, public engagement, evaluating what goes forward, determine what needs to be added, and identifying those projects with significant design elements to engage educational institutions for assistance. Phase 3 begins with the new fiscal year in July 2021 and includes a statutorily required comprehensive plan. The comprehensive plan process will include public participation. Since the Covid pandemic has not allowed for large gatherings, phase 2 is a bit delayed and staff would suggest conducting the tasks under phase 2 with phase 3 during the development of a comprehensive plan.

PUBLIC COMMENTS

Members of the public are invited to address the Board of Commissioners on any topic. Public Comment is not intended to require the Board to answer any impromptu questions or to take any action on items brought up during the public comment period. Speakers will address all the comments to the Board as a whole and not one individual Commissioner. Discussions between speakers and members of the audience will not be allowed. Time limits are 3 minutes per person or 5 minutes per group. Please identify yourself and your location so that your statements can be recorded.

John Robbins: He stated that 113 Ballast Point Drive is determined unbuildable and he cited page 30 of the land use plan. He asked the Board of Commissioners to direct the Planning Board and Staff to redo the land use plan.

Malcolm Fearing: He thanked the Board for allowing the public to produce the 20-year plan. He thanked the Board for their service.

Tim Teeple: He wanted to focus on the Waterfront and the Maritime Trail as well as the Maritime Museum and have programs for adults and youth.

Yvonne Farmer: She stated that she appreciated the service of the Board and agreed with upholding the existing zoning. There is a need for affordable housing and she is willing to help with this effort.

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NEW BUSINESS

SUBJECT: Resolution 2021-03 - Appointment of Plat Review Officer

MOTION: A motion was made by Commissioner Mann and seconded by Commissioner Borland to approve Resolution 2021-03 for the appointment of a plat review officer and was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Burke, Mann, Borland, Walker, and Collins. Nays: None. Absent: None. **Motion carried unanimously.**

SUBJECT: Consideration to Set Legislative Public Hearing for Zoning Text Amendment Article IX-B-3 Entrance District

MOTION: A motion was made by Commissioner Burke and seconded by Commissioner Collins to set a Legislative Hearing for a zoning text amendment to Article IX-B-3 Entrance District at 6:30 p.m. on May 5, 2021, and was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Burke, Mann, Borland, Walker, and Collins. Nays: None. Absent: None. **Motion carried unanimously.**

SUBJECT: Consideration to Set Quasi-Judicial Public Hearing for Conditional Use Permit - 713/715 N. George Howe Street

MOTION: A motion was made by Commissioner Borland and seconded by Commissioner Walker to set an Evidentiary Hearing for a Conditional Use Permit for 713/715 North George Howe Street at 6:30 p.m. on May 5, 2021, and was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Burke, Mann, Borland, Walker, and Collins. Nays: None. Absent: None. **Motion carried unanimously.**

MAYOR'S/COMMISSIONERS COMMENTS

Mayor Owens: He mentioned Mainstreet USA.

Mr. Ayers stated that the DAC (Downtown Associate Community Program) is the town's gateway to the Mainstreet USA Program

Mayor Owens thinks that the Town should take over the care of the causeway between Pirates Cove and CVS.

Attorney Ben Gallop stated that the Town could enter an interlocal agreement with NCDOT in they so wished.

Mayor Pro-Tem Selby: She wanted the AME Zion Church that is located at Cartwright Park to be included in the 20-year plan and its history.

Commissioner Borland: He thanked everyone for two years' worth of dedication on the 20-year plan.

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Commissioner Collins: He agreed with Mayor Pro-Tem Selby that the Church and the 1863 Freedman's Colony should be added to the 20-year plan. He wanted to discuss the Land Use Plan on the next agenda.

Commissioner Mann: He thanked everyone for the 20-year plan and their impressive attendance. He is doing research on the Land Use Plan.

Commissioner Walker: She announced that there is a Cemetery Board meeting on April 14th. She commended Public Works Director Frankie Woodley and his department for the excellent job that they have done in the cemetery.

Manager Ayers stated that the Budget will be presented at the May meeting.

There being no further business to come before the Board or other persons to be heard a motion was made by Commissioner Borland and seconded by Commissioner Mann the meeting was recessed at 7:33 p.m. until April 21, 2021, at 5:00 p.m. The motion was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Burke, Mann, Borland, Walker, and Collins. Nays: None. Absent: None. **Motion carried unanimously.**

This the 7th day of April 2021.

ATTEST:

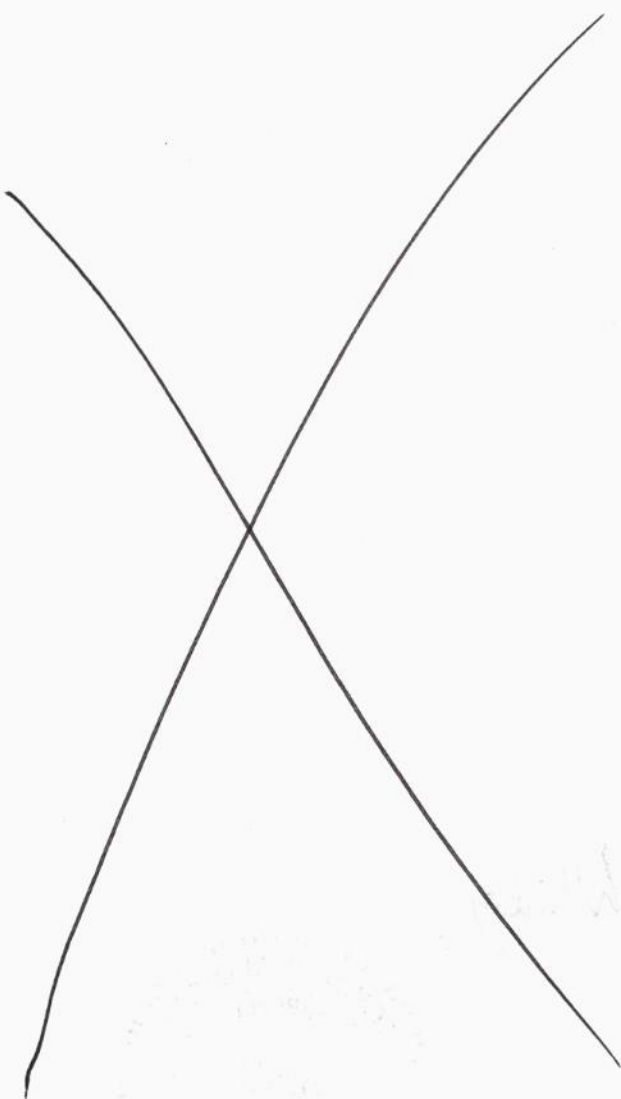

Jamie Whitley, Town Clerk


Bobby Owens, Mayor



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RESOLUTION 2021-02

- WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of waste water treatment plant improvements, and
- WHEREAS, The **Town of Manteo** has need for and intends to replace chlorine disinfection with UV disinfection and replacing existing standby power to serve the critical electrical loads at the wastewater treatment works, and
- WHEREAS, The **Town of Manteo** intends to request state loan or grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE TOWN OF MANTEO:

That the **Town of Manteo**, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan or grant award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Town of Manteo to make scheduled repayment of the loan, to withhold from the Town of Manteo any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

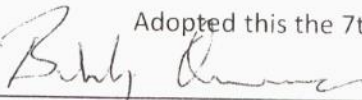
That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That James Ayers, Town Manager, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan or grant to aid in the construction of the project described above.

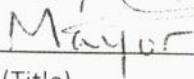
That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 7th day of April in the year 2021 at Manteo, North Carolina.



(Signature of Chief Executive Officer)



(Title)

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CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting Town Clerk of the Town of Manteo does hereby certify:

That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Town of Manteo duly held on the 7th day of April, 2021; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 7th day of April, 2021.

Jimmie Whittey
(Signature of Recording Officer)



Town Clerk
(Title of Recording Officer)

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**Resolution 2021-03
RESOLUTION APPOINTING REVIEW
OFFICER**

WHEREAS, GS§ 47-30.2 requires the Board of Commissioners of each County, by resolution, to designate by name one or more persons experienced in mapping or land records management as a Review Officer; AND

WHEREAS, GS§ 47-30.2 allows for local municipalities to request their respective County governments to be allowed to appoint local Review Officers to review local plats for compliance to GS§ 47-30.2; AND


WHEREAS, it is the desire of the Dare County, and Town of Manteo Board of Commissioners to ensure an expeditious review of all maps and plats as required by GS§ 47-30.2 before they are presented to the Register of Deeds for recording.

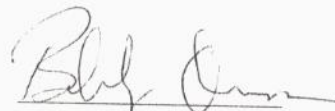
NOW THEREFORE BE IT RESOLVED, that the Town of Manteo Board of Commissioners requests the Dare County Board of Commissioners appoint Melissa Dickerson, Town Planner, of the Manteo Planning Department to perform all responsibilities as required for Review Officer for the Town of Manteo under the appropriate North Carolina General Statutes, and shall from this date forward, be the only official authorized to certify maps and plats pursuant to GS 47-30.2.

BE IT FURTHER RESOLVED that a copy of this Resolution designating the local Review Officer be recorded in the Dare County Register of Deeds Office and indexed in the name of the Review Officer.

Adopted this the 7th day of April 2021.

ATTEST:


Jamie Whitley, Town Clerk


Bobby Owens, Mayor



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